



## Single Audit Certification Form

For State Fiscal Year 2018 (ending 8-31-2018)

FAIN: LS-00-17-0044-17 Institute of Museum and Library Services

CFDA #: 45.310 Grants to States

In accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements, found in §200.501(a), audit requirements for Federal awards, non-federal entities that expend \$750,000 or more in federal awards from all funding sources during their fiscal year, must agree to have a Single Audit conducted in accordance with §200.514 Scope of Audit. Further, §200.512 requires that the final report for such audit be completed within nine months of the entity's fiscal year end.

**DIRECTIONS:** Your entity's CFO, or other official authorized to certify financial documents, must certify whether or not your organization is subject to the Single Audit requirement according to the above citations by completing the information below, checking the appropriate box in Sections A and B, and signing and dating the form. The completed and signed form must be returned to TSLAC no later than December 31, 2018. Failure to return a completed form may affect your ability to participate in future federally funded pass-through programs from the Texas State Library and Archives Commission.

***Please note: This form references programs conducted by TSLAC in our agency's State Fiscal Year 2018 (September 1, 2017 through August 31, 2018). Your entity's local fiscal year for expenditure of related funds may differ from the State Fiscal Year covered by this document.***

Sub-recipient Name: \_\_\_\_\_

Legal Entity Name: \_\_\_\_\_

Name of Authorized Signer (Print Name): \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section A – Check Appropriate Box:**

- ☐ We did **NOT** exceed the federal expenditure threshold for the fiscal year referenced above. A Single Audit is not required for this fiscal year. **If checked, skip Section B.**
- ☐ We **DID** meet or exceed the federal expenditure threshold for the fiscal year referenced above. **If checked, complete Section B.**
- ☐ We are a State Agency (Public Institution of Higher Education). **If checked, skip Section B.**

**Section B – Complete if a Single Audit is required. Check the Appropriate Box:**

- ☐ We completed our Single Audit for our Fiscal Year ending \_\_\_\_\_.  
Completion date: \_\_\_\_\_  
Date submitted to the Federal Audit Clearinghouse: \_\_\_\_\_
- ☐ Our Single Audit for our Fiscal Year ending \_\_\_\_\_ will be completed on \_\_\_\_\_ and will be submitted to the Federal Audit Clearinghouse by \_\_\_\_\_.

**Certification**

I certify that I am an individual authorized to complete this form. I further certify that the above information is accurate and, if required, the audit report will be submitted no later than nine months after the fiscal year ending noted above.

Legal Entity Representative's Signature: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Return a completed form to the Texas State Library and Archives Commission at:**

[Grants.Accounting@tsl.texas.gov](mailto:Grants.Accounting@tsl.texas.gov)

**OR**

**Texas State Library and Archive Commission  
Attn: Grants Accountant  
P O Box 12516  
Austin, TX 78711**